



# CalJOBS<sup>SM</sup> Conversion to SOC/O\*NET

## Job Seekers

### What is SOC/O\*NET?

SOC/O\*NET is a job category coding system that makes it easier for employers and job seekers to match up with each other.

### What is a job category?

A job category is a grouping of related jobs by industry or activity. **Note:** It is important to ensure that your résumé job title is in the right category.

# Overview of Changes to *Résumé Function*

- ✓ Simplified Job Category search feature!
- ✓ Job Category Descriptions!
- ✓ Enter your own job titles!

Welcome to *California*



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## JOB SEEKER SERVICES MENU

**\*\*Your Log On Information was created.\*\***

**\*\*In order to keep your résumé active for search by employers, you must a at least once every 60 days.\*\***

To use CalJOBS<sup>SM</sup>, click on one of the buttons below.

Job Scout

Enter Your Résumé


Browse Jobs  
by Category

Change Your  
Personal Information

Find Jobs by  
Job Objective

Change Your  
Log On Information

Let's view the changes to the résumé. From the **Job Seeker Services Menu**, New Users click on **<Enter Your Résumé>**.

categories with that text.  [TIPS](#)

**Search Categories**

### Job Categories

[Architects & Engineers](#)

[Arts, Design, Entertainment, Media](#)

[Building / Grounds Maintenance & Cleaning](#)

[Business & Financial Operations](#)

[Community & Social Services](#)

[Computer & Mathematical](#)

[Construction & Extraction](#)

[Education, Training & Library](#)

[Farming, Fishing, and Forestry](#)

[Food & Lodging](#)

[Healthcare](#)

[Installation, Maintenance & Repair](#)

[Legal](#)

[Life, Physical & Social Science](#)

[Management](#)

[Military](#)

[Nursing](#)

[Office & Administrative Support](#)

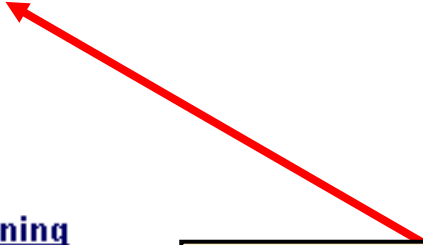
[Personal Care / Service & Gaming](#)

[Production](#)

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First, we'll use the Search Categories function to search for a "**Horse Trainer**" title by typing the word "trainer".

There are two ways to search for **Résumé Objectives/Job Titles** within the job categories.

1. Enter a job title or part of the title in the box and click

**"Search Categories"**

OR

2. Click on the underlined hyperlink from the "**Job Categories**" list.





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**BUILDING JOB OBJECTIVES**[Previous Page](#)

Click on one of the categories below.

Healthcare >

[\*\*Athletic Trainers\*\*](#)

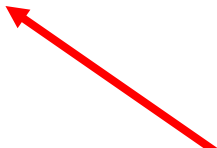
[Description](#)

Personal Care / Service & Gaming > [\*\*Animal Trainers\*\*](#)

[Description](#)

Personal Care / Service & Gaming > [\*\*Fitness Trainers and Aerobics Instructors\*\*](#)

[Description](#)



The categories found represent the bottom level categories. The correct category for the “**Horse Trainer**” is under “**Animal Trainers...**” Always read the description which provides general information on the job category.

**Animal Trainers**

Train animals for riding, harness, security, performance, or obedience, or assisting persons with disabilities. Accustom animals to human voice and contact; and condition animals to respond to commands. Train animals according to prescribed standards for show or competition. May train animals to carry pack loads or work as part of pack team.

[Close](#)

**After reading the description which appears to fit our objective, click to close it. You will be navigated back to the **Building Job Objectives** page.**



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**BUILDING JOB OBJECTIVES**[Previous Page](#)

Click on one of the categories below.

Healthcare >

[\*\*Athletic Trainers\*\*](#)

[Description](#)

Personal Care / Service & Gaming >

[\*\*Animal Trainers\*\*](#)

[Description](#)

Personal Care / Service & Gaming >

[\*\*Fitness Trainers and Aerobics Instructors\*\*](#)

[Description](#)

Now that we've read the **Description**, click on **Animal Trainers** to select it.

California Home Tuesday, June 29, 2004

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**JOB OBJECTIVE** [Previous Page](#)

Selected Job Category: **Personal Care / Service & Gaming > Animal Trainers**

Enter a Job Title:  ? [TIPS](#) ←

Enter your experience in this field:  Years  Months

Now select your next step by clicking on one of the buttons below.

[Build Another Job Objective](#)

[Finish Résumé](#)

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When you select the job category, type in the job title. In this example, we typed in **“Horse Trainer”** and added 5 years of experience. You can build up to 4 résumé job objectives by clicking on **<Build Another Job Objective >**. OR Click **< Finish Résumé >**. Let's add another job objective.



[EDD & Partner  
Activities Menu](#)[Job Seeker Menu](#)[Résumé Menu](#)[Job Objectives](#)[Skills / Comments](#)[Work History](#)[View / Print Résumé](#)[Job Scout Menu](#)[Search Criteria](#)[My Searches](#)[Autosearch](#)[Results](#)[My Jobs](#)[News](#)[03/30/04](#)[03/13/04](#)[12/16/03](#)[12/15/03 thru 12/19/03](#)[12/13/03](#)[10/25/03](#)[Letter Activities](#)[Letter Inquiry](#)[Résumé Help & Tips](#)[Job Objectives](#)[Job Skills](#)[Résumé](#)[Work History](#)

Click on one of the categories below that best fits your job objective or enter a text to find categories with that text. [? TIPS](#)

[Search Categories](#)[Job Categories](#)[Architects & Engineers](#)[Arts, Design, Entertainment, Media](#)[Building / Grounds Maintenance & Cleaning](#)[Business & Financial Operations](#)[Community & Social Services](#)[Computer & Mathematical](#)[Construction & Extraction](#)[Education, Training & Library](#)[Farming, Fishing, and Forestry](#)[Food & Lodging](#)[Healthcare](#)[Installation, Maintenance & Repair](#)[Legal](#)[Life, Physical & Social Science](#)[Management](#)[Military](#)[Nursing](#)[Office & Administrative Support](#)[Personal Care / Service & Gaming](#)[Production](#)[Protective Services](#)[Sales & Related](#)[Transportation & Material Moving](#)

Now we'll use the **Job Category** list.

A **Floral Designer** will be our next job objective.

From the Job Categories list, click

<[Arts, Design, Entertainment, Media](#)>

since this appears to fit our title.



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**BUILDING JOB OBJECTIVES**

**Create Your CalJOBS<sup>SM</sup> Résumé.** You will create your CalJOBS<sup>SM</sup> résumé in a few easy steps. If you are entering a new résumé, be sure to click on the "Enter résumé" box you will see at the very end. This transfers your résumé information into the CalJOBS<sup>SM</sup> system. The first step in creating your résumé is to build your job objective. You may build from one to four Job Objectives. Click on the category below that best fits your job objective to begin building your résumé.

[Previous Page](#)

[Job Categories](#) > Arts, Design, Entertainment, Media

[Artist and Fine Artists](#)

[Designers](#)

[Media and Communication](#)

[Music](#)

[Producers and Directors](#)

[Sports](#)

[Writers and Editors](#)

[Actors](#)

[Art Directors](#)

[Choreographers](#)

[Costume Attendants](#)

[Dancers](#)

[Entertainers and Performers, Sports and Related Workers, All Other](#)

[Makeup Artists, Theatrical and Performance](#)

[Description](#)

[Description](#)

[Description](#)

[Description](#)

[Description](#)

[Description](#)

[Description](#)

The Art, Design, Entertainment, Media top level category expands to include Music, Producers and Directors, Sports, Writers and Editors, etc.  
If we click on Designers...

## BUILDING JOB OBJECTIVES

**Create Your CalJOBS<sup>SM</sup> Résumé.** You will create your CalJOBS<sup>SM</sup> résumé in a few minutes. If you are entering a new résumé, be sure to click on the "Enter résumé" box you will find at the very end. This transfers your résumé information into the CalJOBS<sup>SM</sup> system. The first step in creating your résumé is to build your job objective. You may build from one to four job objectives. Click on the category below that best fits your job objective to begin building your résumé.



### Job Categories > Arts, Design, Entertainment, Media

#### Artist and Fine Artists

#### Designers

Commercial and Industrial Designers

Designers, All Other

Exhibit Designers

Fashion Designers

Floral Designers

Graphic Designers

Interior Designers

Merchandise Displayers and Window Trimmers

Set Designers

Description

Description

Description

Description

Description

Description

Description

Description

Description

The category expands to include **Designers'** sub-categories with **Descriptions**.

Always read the Descriptions to be sure you're selecting the correct category. Let's view the description for **Floral Designers**.

#### Media and Communication

**Floral Designers**

Design, cut, and arrange live, dried, or artificial flowers and foliage.

Close

This description shows the general job duties of a **Floral Designer** and that it falls within the **Designers Category**. After reading the description, close the window and return to the list where you select the **Designer Category**. When making your selection, you are navigated to the **Job Objectives** page.

California Home Tuesday, June 29, 2004

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Welcome to **California**

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**JOB OBJECTIVE**

Selected Job Category: Arts, Design, Entertainment, Media > Designers > Floral Designers [Previous Page](#)

Enter a Job Title:  [? TIPS](#)

Enter your experience in this field:  Years  Months

Now select your next step by clicking on one of the buttons below.

[Build Another Job Objective](#)

[Finish Résumé](#)

**Left Sidebar:**

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The Job Category & sub-categories display above the job title box.

Here we entered the job title, **Floral Designer**, & **5 years** experience. Now we can either Build Another Job Objective or Finish Résumé!





# CalJOBS<sup>SM</sup> Conversion to SOC/O\*NET

This concludes the  
**Job Seeker** Overview  
of the SOC/O\*NET  
Presentation.